

Duties:

Under the direction of the Director of Public Works, plan, organize and direct all Water/Sewer Division operations.

In conformance with Federal and State Clean Water Acts, monitor the safe and efficient collection, pumping and transportation of wastewater to MWRA sewerage treatment facilities and the collection and discharge of storm water. Develop sewer system master plan; direct installation of new sewer mains, storm drains and related appurtenances; oversee construction of sewer connections and drain connections; and plan for and oversee the repair, cleaning and maintenance of sewer and drain systems, equipment, pumping stations, sewer system extensions, etc.

Design and develop plans and programs to provide for construction, repair, maintenance and operation of the Town water supply system to ensure adequate supplies and quality of water. Design and prepare specifications and contract documents for Water & Sewer Division construction projects and for water services; and perform periodic and regular inspections to ensure quality of construction. Oversee technical operations of pumping and treatment systems to ensure adequate supplies and delivery of water and proper mineral and bacteriological levels; ensure proper testing of water and for submission of related reports and records to Town, State and Federal agencies/officials; and maintain liaison with Massachusetts Water Resources Authority and other state and federal agencies with jurisdiction over water services and related issues.

Conceive, recommend and implement division policies, methods and procedures affecting operations in compliance with state, federal, and MWRA rules and regulations; and ensure adherence to applicable Town, State and Federal safety and health rules and regulations.

Develop, manage, and upgrade usage charges, coordinating with Data Processing, Treasurer, and Board of Selectmen, and respond to customer complaints related to billing operations. Develop and present operating and capital budgets; expend funds and monitor and control expenses; prepare bid specifications; and recommend selection of vendors, contractors, etc.

Interview applicants for vacant positions; recommend selection and changes in status and compensation; orient, train, schedule, assign and supervise division staff; participate in resolution of grievances and related personnel issues; and oversee preparation of payroll documents and related reports.

Prepare and submit a variety of division reports and records related to operations and activities; and prepare annual division report and other reports as required by Town, MWRA, State, and Federal agencies/officials. Confer with Town officials/departments, etc. in support of division operations; attend board meetings and public hearings to provide technical information and to

Respond to inquiries, requests and complaints; respond to day-to-day citizen inquiries, requests and complaints involving division activities, referring unresolved issues to Director; and maintain liaison with MWRA regarding Water/Sewer Division operations.

Maintain current knowledge of profession through peer association and attendance at seminars, meetings, etc.; meet with staff to provide information and to respond to questions.

Perform other related duties as required.

Basic Knowledge:

Duties require knowledge equivalent to a bachelor's degree in civil or environmental engineering and hydraulics; must possess Grade 4 Drinking Water Supply Facilities Operator's Treatment and Distribution License, and Grade IV Wastewater Collection System Operator's Licence.

Experience:

Work requires 5 - 7 years of progressively responsible water and sewer engineering and management experience. Position requires a valid motor vehicle license.

Independent Action:

Incumbent assists in establishment of short and long range plans and objectives within scope of Public Works policies and goals; and refers decisions related to capital improvement requiring bidding and final personnel-related issues to Director.

Supervisory Responsibility:

Through 2 Assistant Superintendents, accountable for 27 full time and various seasonal employees.

Physical and Environmental Standards:

- Frequent periods supervising or inspecting in non-office environments, including garages, water supply stations, sewer facilities, landfills, parks and recreational areas.
- Regular periods spent outside subject to weather conditions while inspecting or directing work.
- Frequent walking, standing, climbing; occasional requirement for sustained uncomfortable physical positions.
- Some exposure to high noise and vibration levels from heavy equipment.
- May spend sustained periods at terminal or on telephone.
- Some travel within the Town to plan, oversee, and provide departmental services.